

Superior Court of the State of Washington
For the County of King
FAMILY COURT SERVICES
516 THIRD AVE W-280
SEATTLE, WA 98104
(206) 477-1500

Date: _____

Family Court Services No.: _____

Superior Court Cause No.: _____

EBS Account No.: _____

RE: _____

Social Worker/Total hrs.: _____

Current Amount Due: _____

Dear Client:

This letter is in response to your request for a fee adjustment.

Please complete the enclosed Financial Statement and return it to our office immediately; along with a personal letter stating your reason for requesting a fee adjustment.

You **must** also include current income verification along with your personal letter and the Financial Statement. You may use one of the following forms of income verification:

1. Your last two pay stubs
2. DSHS Award Letter
3. Unemployment Benefits Notice
4. Last year's W-2 Form (Tax returns are not acceptable.)
5. Child Support Order
6. Financial Declaration WPF DRPCU 01.1550 (Original must be filed in your legal file.)

We cannot process your request until all documents are completed and returned.

Sincerely,

Taryn McCormack
FCS Case Coordinator
Family Court Services
Taryn.McCormack@kingcounty.gov
Enclosure

FEE ADJUSTMENT**0**

Name: _____ Home Phone: _____
Address: _____ Work Phone: _____
City: _____ State: _____ Zip: _____ Mobile/Message: _____

Employer: _____

Employer Address: _____

Full Time: ☐ Part Time: ☐ Number of hours worked per week: _____

Gross pay per month: \$ _____ Net pay per month: \$ _____

If unemployed: A. Date of last employment: _____

B. Reason: _____

C. If termination, reason: _____

The following people live with me: (adults and minors)

A. Name: _____ Relationship: _____ Age: _____ Monthly Income: _____

B. Name: _____ Relationship: _____ Age: _____ Monthly Income: _____

C. Name: _____ Relationship: _____ Age: _____ Monthly Income: _____

D. Name: _____ Relationship: _____ Age: _____ Monthly Income: _____

E. Name: _____ Relationship: _____ Age: _____ Monthly Income: _____

PERSONAL LETTER

You may attach a separate letter.

Why are you requesting for an adjustment of your fee?

FINANCIAL STATEMENT***My monthly expenses are:***

Rent/Mortgage: \$ _____
 Food: \$ _____
 Utilities: \$ _____
 Car(s): \$ _____
 Gas: \$ _____
 Medical/Dental: \$ _____
 Day Care: \$ _____
 Phone/Cell: \$ _____
 Tuition: \$ _____
 Insurance: \$ _____
 Other (explain): \$ _____
 \$ _____

I owe the following debt(s):

Creditor: _____
 Mo. Pymt.: \$ _____ Balance: \$ _____
 Creditor: _____
 Mo. Pymt.: \$ _____ Balance: \$ _____
 Creditor: _____
 Mo. Pymt.: \$ _____ Balance: \$ _____
 Creditor: _____
 Mo. Pymt.: \$ _____ Balance: \$ _____
 Creditor: _____
 Mo. Pymt.: \$ _____ Balance: \$ _____
 Creditor: _____
 Mo. Pymt.: \$ _____ Balance: \$ _____

Total Montly Expenses: \$ _____**Total Montly Debts:** \$ _____***My assets and equity values are:***

Home: \$ _____
 Checking Account(s): \$ _____
 Saving Account(s): \$ _____

Automobile (indicate make and year for each):

Make: _____	Year: _____	Value: \$ _____
Make: _____	Year: _____	Value: \$ _____
Make: _____	Year: _____	Value: \$ _____

Cash on hand: \$ _____

Retirement: \$ _____

401K: \$ _____

Other (itemize): _____ \$ _____
 _____ \$ _____

Total Assets and Equity Values: \$ _____